



Deborah A. Gist  
Commissioner

State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**E-VERIFY  
PROGRAM  
EMPLOYER**

**VACANCY NOTICE**

**MAY 17, 2010**

RHODE ISLAND DEPARTMENT OF EDUCATION  
DIVISION OF EDUCATOR QUALITY & INSTRUCTIONAL EFFECTIVENESS  
OFFICE INSTRUCTION, ASSESSMENT & CURRICULUM

**\* MATHEMATICS SPECIALIST**  
**\$74,373 - \$90,373**

**APPLICATION PERIOD:**

All resumes must be received or post-marked on or before **MAY 28, 2010.**

**APPLICATION REQUIREMENTS:**

Send resume, cover letter, and two current letters of reference to:

Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903

Cover letter and resume may be e-mailed to  
[lisa.vieira@ride.ri.gov](mailto:lisa.vieira@ride.ri.gov)

Signed letters of reference should be mailed.

**PLEASE NOTE:**

Candidates selected for interview will be required to submit official transcripts.

**DUTIES AND RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

*\* (Position is part of Local 2012, AFT)*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**Telephone** (401)222-4600

**Fax** (401)222-6178

**TTY** 800-745-5555

**Voice** 800-745-6575

[www.ride.ri.gov](http://www.ride.ri.gov)

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**DEPARTMENT OF ELEMENTARY AND SECONDARY  
EDUCATION**  
NONCLASSIFIED JOB DESCRIPTION

**TITLE:** Mathematics Specialist (Instruction, Assessment & Curriculum)

**GENERAL STATEMENT OF DUTIES:** Incumbents are responsible for leading and supporting standards-based educational reform by leading and coordinating curriculum, instruction and assessment strategies that result in statewide systemic improvement in mathematics achievement.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** Generally none. Specialists may work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. Specialists may be involved in providing input to the performance management process as a peer or colleague as appropriate.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL  
FUNCTIONS:**

Provide leadership and collaborative assistance to local districts, schools, and community partners to address issues of grade level and grade span expectations as they relate to mathematics curriculum, instruction and local assessment.

Direct the administration of statewide assessments in mathematics including design, scoring, reporting, and vendor management.

Facilitate building statewide partnerships and coordinate with higher education to lead and support systemic curriculum, instruction, and assessment in mathematics.

Analyze achievement data to inform decision-making on statewide priority needs in mathematics.

Conduct workshops on data analysis, accountability, state testing, and other relevant topics to varied audiences including departmental staff, and district and school personnel.

Develop and maintain, in collaboration with other states, applicable math standards and assessments for a variety of purposes.

Provide technical reports and briefs to local, state, and federal officials.

Perform related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of mathematics education, particularly with models and approaches reflecting research and experience in school and teacher effectiveness, organizational and staff development and curriculum improvement in mathematics.

Knowledge of large-scale and local assessment practices.

Knowledge of assessment development practices.

Knowledge of electronic data systems.

Knowledge of NECAP Grade Span and Grade Level Expectations, standards-based curriculum, instruction and assessment to improve student achievement in mathematics.

Knowledge of accommodations for addressing assessment needs of diverse learners.

Skilled in organizing, analyzing, and presenting data.

Skilled in managing projects and programs including large-scale contracts.

Skilled in the ability to facilitate meetings, interact with various groups, and deliver technical assistance to large and small groups.

Skilled in preparing reports.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, education agencies, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION:** Master's Degree in Education, Mathematics, Assessment or Program Evaluation or related field with coursework in instructional leadership, curriculum, or assessment preferred.

**EXPERIENCE:** Three to five years of teaching mathematics and/or program management experience.

**And/or** any combination of knowledge, skills and experience that is substantially equivalent.

**Must have own transportation and be available evenings, and occasionally on weekends.**

Revised: October 2008 (Final Revision 1/2009)